



Responsible Technology User Policy 2011-2012

Technology User Guidelines

ISH uses information technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides extraordinary opportunities to explore and use a variety of exciting resources, including software, electronic resources, and the Internet. To make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with our educational mission.

Access to the school network and use of equipment and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems, equipment and network for not respecting these guidelines.

I. Ethical Use of Technology

A. Software

Technology users may not install software without appropriate authorization.

B. Internet

As a mission-driven school, the Internet should be used to promote the instructional mission of ISH.

The Internet should be used for the following:

- ✓ Researching
- ✓ Communicating
- ✓ Web-based learning applications
- ✓ Responsible social networking
- ✓ Educational learning networks

The following activities are only allowed if they are **part of an assigned activity**:

- ✓ Listening to music
- ✓ Watching movies or videos on the laptops/tablets
- ✓ Instant messaging and joining chat rooms or social networking
- ✓ Emailing personal messages

The following activities are **PROHIBITED**:

- ✗ Online gaming and downloading music, videos or software from the Internet is prohibited at all times.
- ✗ The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with ISH's mission. Users may not access, store, share, or display such information.
- ✗ Any malicious attempt to harm or destroy school technology equipment or materials or the data of another user, institution or network that is connected to the Internet is prohibited.

C. Communication Tools

- The primary purpose of ISH email is for school-related communication that serves the teaching and learning at ISH.
- Students may not use their email for personal messages during class time.



- Each teacher has specific policies regarding use of the laptop and email in class. Those policies should be respected at all times.
- Students may not send an email to (or "spam") a class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school announcements.
- Students may use age-appropriate social networks to communicate responsibly with peers.

D. Monitored Use

Email and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.

II. Technology (School Laptops) Maintenance

Users are responsible for their own use on a laptop and should treat and use it responsibly and appropriately, keeping in mind that most malfunctions are the result of misuse.

A. Outside School

- Users are responsible for taking care of their laptop, battery, and charger and are cautioned about leaving them unsupervised.
- Users are cautioned about how they utilize their equipment during daily activities like eating, drinking, walking and traveling.

B. Inside School

- All attempts should be made for keeping an organized desktop and filing management system.
- Responsible technology use includes making regular backups to maintain the integrity of school work data.
- Students should strive to maintain appropriate bandwidth for school-related work and communication.

C. Damage

- In the case of deliberate damage or damage caused by negligence, the user of the laptop may be responsible for repairs or a replacement.
- All technology users must be responsible for keeping their laptop in working order and reporting any fault or damage immediately to the technology department.
- Laptops are insured for accidental damage. However, users should keep their laptop in the protective jacket and/or a padded case.

III. Respecting Technology on School Computers

Computers are tools that supplement our daily life and learning. Like any other resource tool, they deserve respect and responsible use.

A. Forgery

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in an academic work must be properly cited, including information from the Internet.
- There should be no copyright law violations with regard to software or Internet-based



information. Copyright information is available in the library as well as the tech office.

B. Privacy

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form is not allowed.

C. Etiquette

- Any online communication should be something you could say in person; this includes emails, instant messages, digital images/videos, or web postings.
- Use networks responsibly; only use those networks to which you have legal access.
- Be aware that anything posted on the Internet is permanent.

D. Cyber-Bullying

Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings are prohibited.

V: Consequences

Deliberate attempts to violate the above Responsible User Policy or to compromise, degrade or disrupt system performance may result in restricted use of school computers and laptops or other appropriate consequences.

ISH may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Responsible User Policy.

NOTE: The following acknowledgement page must be returned to school.



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Student/Parent Acknowledgement

We have read the Responsible Technology User Policy. By signing below we acknowledge and agree to the terms listed in the policy.

Student Signature

Date

Student Name (Printed)

Grade

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Return this completed acknowledgement to Mr Darren Trofimczuk, upper school ICT coordinator, **by Friday 26 August 2011.**